

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

<b>(1) DEPARTMENT</b> Administrative Office	<b>(2) MEETING DATE</b> 4/3/2012	<b>(3) CONTACT/PHONE</b> Jim Grant, County Administrator 781-5011	
<b>(4) SUBJECT</b> Report on the County's transition to an automated agenda management system and presentation of the new website for searching and reviewing agendas and agenda items.			
<b>(5) RECOMMENDED ACTION</b> Receive and file this report which provides an update to the status of the automated agenda management system.			
<b>(6) FUNDING SOURCE(S)</b> Countywide Automation Fund	<b>(7) CURRENT YEAR FINANCIAL IMPACT</b> \$60,332 for software, hardware and training	<b>(8) ANNUAL FINANCIAL IMPACT</b> (\$20,000) Savings Paper/Printing \$3,344 Maintenance Net Savings \$16,656	<b>(9) BUDGETED?</b> Yes
<b>(10) AGENDA PLACEMENT</b> <input type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing <input checked="" type="checkbox"/> Board Business (Time Est. 10 minutes)			
<b>(11) EXECUTED DOCUMENTS</b> <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		<b>(12) BUDGET ADJUSTMENT REQUIRED?</b> BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
<b>(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b> N/A		<b>(14) W-9</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>(15) LOCATION MAP</b> N/A	<b>(16) BUSINESS IMPACT STATEMENT?</b> No	<b>(17) AGENDA ITEM HISTORY</b> <input checked="" type="checkbox"/> N/A   Date _____	
<b>(18) ADMINISTRATIVE OFFICE REVIEW</b> The Administrative Office prepared this item.			
<b>(19) SUPERVISOR DISTRICT(S)</b> All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Administrative Office / Jim Grant, County Administrator  
781-5011

DATE: 4/3/2012

SUBJECT: Report on the County's transition to an automated agenda management system and presentation of the new website for searching and reviewing agendas and agenda items.

## **RECOMMENDATION**

Receive and file this report which provides an update to the status of the automated agenda management system.

## **DISCUSSION**

### **Background**

In the spring of 2010, the County Administrative Office began a review of existing Board of Supervisors agenda processes in order to identify opportunities for increased efficiency. This review revealed a highly manual process that was inconsistent across departments and labor intensive. The Administrative Office was printing 17 agenda packets for each Board meeting, with packets varying anywhere from 100 to over 1,000 pages, which resulted in printing approximately 250,000 pages a year with the average annual cost of up to \$22,000. It was determined that the County should investigate an automated agenda management system that could eliminate many steps of the manual process and also eliminate the numbering, copying, collating and distribution done by County Reprographics. Additionally, in alignment with the County's efforts to "go green" transitioning to a paperless automated agenda management system would result in the environmental benefit of saving paper.

The Information Technology Executive Steering Committee (IT-ESC) authorized the project in August 2010 after examining the business case study that demonstrated the benefits of such a system. It was also noted that many city councils and counties throughout the state and country are adopting the use of electronic distribution of agenda packets for greater cost efficiency and reduction in environmental impacts.

A Request for Proposal (RFP) was issued May 3, 2011, and after a thorough review of responses, Provox, Inc. was selected for their software solution, Agenda.Net. This product met the County's goals of providing a unified system that would provide an integrated minutes maker, publish to a publicly accessible internet portal, provide workflow and approval management within and between departments, and allow for paperless review on wireless tablet devices.

### **Implementation**

The three month implementation process began in August 2011, led by the Administrative Office, the Clerk-Recorder and the Information Technology Department (GSA-ITD), with representatives from the General Services Agency, Planning & Building, Public Works, and the Sheriff's Department. Implementation included a coordinated countywide effort by Department Automation Specialists to install the software locally on the workstations of each staff member involved in the agenda process. Additionally, more than three hundred County employees attended at least one of twenty different training opportunities that were provided by the vendor and project team members.

The November 15, 2011 agenda was the first to be produced using the new automated agenda management system, and the December 6, 2011 agenda marked the end of paper submissions for agenda items, with all future items submitted entirely electronically. Other commissions and boards, such as the Parks Commission, Planning Commission and the Assessment Appeals Board are projected to implement the new automated agenda management system during the upcoming year at no additional cost.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Clerk-Recorder provided co-leadership on this project; General Services Agency, Planning & Building, Public Works and the Sheriff's Department participated in the RFP process and provided representatives on the project team, and GSA-ITD provided project management expertise.

The project team would like to acknowledge that implementation of the new system has, in some cases, created additional work for County departments such as requiring page numbering and scanning of attachments to upload into the system. We thank them for their patience and cooperation. The outcome of their efforts has resulted in a streamlined, more consistent process, a user friendly website with extensive search capabilities, a decrease in printing costs and the environmental benefit of saving paper.

### **FINANCIAL CONSIDERATIONS**

The IT-ESC allocated \$100,000 in current year funding for the acquisition and implementation of the automated agenda management system. The project is under budget, the actual project cost for implementation, including hardware and additional training expenses is \$60,332. Annual support and maintenance for the system is \$3,344 budgeted in the Fund Center 266 - County Automation. Savings in paper and printing charges are expected to average \$20,000 per year, with those savings continuing to increase as other boards and commissions implement the automated system, therefore, return on investment will be realized in just over three years.

### **RESULTS**

The new website will provide the public with an easier way to access and search for agenda items and related information. All documents will be text searchable, making it much easier for the public to find information. The website will combine all the boards and commissions in one spot, easier for the public to find the meeting and agenda they are looking for. The website will allow the public to download individual items or make their own agenda packet of only the items they wish to see, no need to print the entire packet.

By implementing an automated agenda management system, the County has reduced the cost to create meeting agendas while increasing the quality and accessibility of the final agenda package. The cost of preparing and printing agendas (County Reprographics charges 5 cents per page) will decrease substantially, while benefits to the environment will increase. Less paper will be printed, from approximately 250,000 pages to an estimated 15,000 annually (as we will continue to print one copy for the public at this time). As other commissions and boards transition to the automated system, the savings will continue to increase.